

[Your Name / Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
To,
The Concerned GST Officer
[GST Office Address]
[City, State, ZIP Code]
Subject: Clarification Response for GST Notice No. [Notice Number]
Dear [GST Officer's Name / "Sir/Madam"],
I am writing in response to the notice issued under GST bearing the
reference number [Notice Number] dated [Date of Notice]. I am [Your
Name/Designation] of [Your Company Name], and we are registered under GST
with [GSTIN].
1. Clarification Required
In the notice, it has been mentioned that [Briefly describe the issue or
query raised in the notice].
2. Our Response
We would like to clarify that [Provide a detailed explanation addressing
the notice, citing relevant sections of the GST Act, any supporting
documents, and your reasoning].
3. Supporting Documents
Attached are the pertinent documents for your review:
- [Document 1: Description]
- [Document 2: Description]
- [Document 3: Description]
We hope that this clarification addresses your concerns, and we look
forward to your prompt response. Should you require any further
information, please feel free to contact me at [Your Phone Number] or
[Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Designation]
[Company Name]